Clerical: Workers with Disabilities Screening Tool

Use this tool to screen applications for the Workers with Disabilities (WD) Medicaid coverage group. The tool provides guidance on the registration process for WD applications.

CRITERIA	ANSWER IS "NO"	ANSWER IS "YES"
1. Has the applicant specifically requested Medicaid for Workers with Disabilities?	**GO** to question **#2**.	**STOP** screening. Do not register in the field. Follow the WD registration process.
2. Is the applicant applying for Food Stamps?	**GO** to question **#3**.	**STOP** screening. Register the application to a worker in the field.
3. Is the applicant between the ages of 16 and 65?	**STOP** screening. Register the application to a worker in the field.	**GO** to question **#4**.
4. Does the applicant claim to have a disability?	**STOP** screening. Register the application to a worker in the field.	**GO** to question **#5**.
5. Does the applicant declare to have earned wages of $100 or more?	**STOP** screening. Register the application to a worker in the field.	Complete trial eligibility for SSP Medicaid. **GO** to question **#6**.
6. Does trial eligibility show that the applicant would be eligible for SSP Medicaid?	**GO** to WD application registration process.	**STOP** screening. Register the application to a worker in the field.

Workers with Disabilities Application Registration Process

When it is identified that an application should be processed by the WD Specialized Unit, follow these steps.

1. **FAX** the application to 208-666-6789.

2. **NOTE** on the original AFA the date it was faxed.

3. **PULL** the hard file if there is one.

4. **MAIL** the file, AFA, a copy of the trial eligibility and any additional documents to the Workers with Disabilities Specialized Unit at the following address within 48 working hours:

   IDHW
   Workers with Disabilities
   1120 Ironwood Drive
   Coeur d' Alene, ID 83814

5. If you or the applicants have any questions about the application, you can reach the specialized unit at **1-866-217-8500.**

> **NOTE: This process should be completed within 24 hours from the date the application was received in the field office.**
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> **If the case has a Family Medicaid case tag, you will also need to scan a copy of the application to FMU.**